

D R A F T

15 April 1955

MEMORANDUM FOR: Ch/D/E

SUBJECT: Statement of E/C(x) Responsibility for JOC and Related Commerce Materials

1. E/C(x) has assumed certain responsibilities for the handling of JOC, ACEP and related Commerce materials as indicated below. E/C has concurred in the following arrangement:

25X1A9a a) General - [redacted] will be responsible for the receipt, logging, distribution and filing of only those JOC, ACEP and related materials received by D/E on regular distribution. It will be the responsibility of individual analysts to arrange for the "request" or "pick-up" of additional copies from outside the Division. Mrs.

25X1A9a [redacted] will be in charge of the numerical files *and a working file* and will service requests for reproduction of additional copies from these files. Incoming Commerce materials will be routed intact from the D/E mail office to

25X1A9a [redacted] for further distribution within D/E.

b) JOC/ACEP/OC Material - Five (5) copies of such documents are normally received in D/E and will be distributed as follows: 2 - E/C; 25X1A9a 2 - [redacted] ST/PR; 1 - E/C(x) numerical file. One copy of JOC agendas will be furnished Ch/D/E. *1 to Ch/D/E will maintain working files.*

c) Other Commerce Material - [redacted] will continue to be 25X1A9a responsible for maintenance of the:

Master Expert Security List
Correlation of Security Listings
Commodity Identification Manual
Comprehensive Expert Schedule

She will continue to distribute revisions of the MESL and Correlation to D/E analysts. Arrangements have been made for OCD distribution of revisions

of the MESS and Correlation within ORR.

25X1A9a

2. In addition to the foregoing responsibilities, [REDACTED] will also continue to maintain files of the following materials:

EDAC - EDAC Executive Committee - EDAC Working Groups

CG/COCOM/CHINCOM Documents

EDIC

Department of State/USBO Cables

CIA/CI Digests and Country Handbooks

25X1A9a [REDACTED]

Distribution

Orig - Ch/E/C

1

1

1 - [REDACTED] 25X1A9a

1 - [REDACTED] E/C(x)

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